

# Duties of the District Advisor

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The District Advisor is responsible for all leadership activities in the District except those directly related to planning and conducting the District competitive events program. Those responsibilities are the job of the District Competitive Events Director. Most often the District Career Development Conference is jointly planned by the District Advisor and Competitive Events Director.

Specific responsibilities of the District Advisor include:

1. Plan and conduct regular meetings of chapter advisors in the district
2. Develop a calendar of district activities
3. Maintain an accurate directory of DECA advisors in the district
4. Maintain a record of meetings and files of meeting minutes
5. Disseminate information to chapter advisors
6. Supervise the accounting and recordkeeping activities of the district Treasurer
7. Submit to the state advisor the annual District Financial Report prepared by the Treasurer
8. Assist the district vice president with their program of activities
9. Plan and conduct the election of district vice president according to district guidelines and procedures
10. Provide or arrange for District Vice President transportation to state meetings when required.
11. Plan and conduct the fall leadership conference for the district
12. Supervise the district caucus session at state fall leadership and election conference
13. Plan and conduct district meetings at the State CDC in cooperation with the District Vice-President
14. Represent the District at state meetings
15. Communicate with the Board of Directors representative for your district
16. Provide leadership and assistance to chapter advisors in the district

**POLICY MANUAL:** Please refer to the following sections of the Missouri DECA Policy Manual for more information.

- Section 4.3: Selection of the District Advisor
- Section 4.4: Duties of the District Advisor